

Dear Applicant,

Thank you for your interest in the Town of Nantucket Beach Lifeguard Program. Nantucket Lifeguards work as a team to protect nine of Nantucket's busiest beaches. Nantucket Lifeguards pride themselves on being a team first and foremost, and for being physically and mentally trained and prepared for any situation. In 2016, the Nantucket Lifeguards successfully guarded over 230,000 beach patrons. We are proud to say that the Nantucket Lifeguard Program was certified as in compliance with United States Lifesaving Association standards.

The Nantucket Lifeguards strive for excellence both on and off duty. They participate in many community events and fundraisers. Last year they participated in the Nantucket Triathlon, Iron Man, and the Swim Across America for Cancer.

This year the season will be starting with beach week on June 12, 2017 for Head Guards and June 19, 2017 for lifeguards. The season will end on Labor Day which is September 4, 2017. We encourage and give preference to guards that can be here for the entire season. We understand that academic pursuits are a priority and will work with school schedules as much as possible. **The deadline for applications is February 20, 2017.**

Applications will be reviewed as they are received. Individuals will be notified of the receipt of the application. Positions will not be offered until the application deadline has passed. To apply you need to complete this lifeguard specific information as well as the attached standard Town of Nantucket application for employment.

- . The following requirements are necessary to apply for this position:
1. Must be at least 16 years old
 2. Should possess either a valid driver's license or passport
 3. A **current** American Heart Association or American Red Cross Cardiopulmonary Resuscitation Certificate that is valid through September 2017.
 4. A **current** American Red Cross Lifeguard Training Certificate that is valid through September 2017.

If your certifications are expired you are responsible to get them renewed. Classes will not be scheduled by the Town of Nantucket prior to the start of the season.

All selected applicants will be required to attend surf school and pass some basic physical performance tests during beach week. The physical test will include:

1. A 500 yard swim in 10 minutes or less using only front swimming strokes.
2. A 1.5 mile run in under 15 minutes
3. Run 100 yards on the beach, swim 100 yards in the surf and run 100 yards on the beach in under 5 minutes.

All selected applicants will be required to pass a physical examination (at the applicant's expense) that demonstrates the satisfactory ability to perform the essential functions of the position.

All applicants must be able to satisfactorily complete drug screening.

Failure to successfully complete any of the tests or beach week will be cause for dismissal from the lifeguard program. We recommend training in advance and trying the tests prior to beach week to be sure you can pass.

There are no part time or partial summer positions available. All applicants should be prepared to work from the first week until the end of summer or when you are required to return to school. **If you cannot attend beach week you should not apply.**

Town owned housing is limited and has strict regulations. If you are requesting town housing please let me know and I will send you the housing rules and requirements. We recommend that you secure your housing arrangements early.

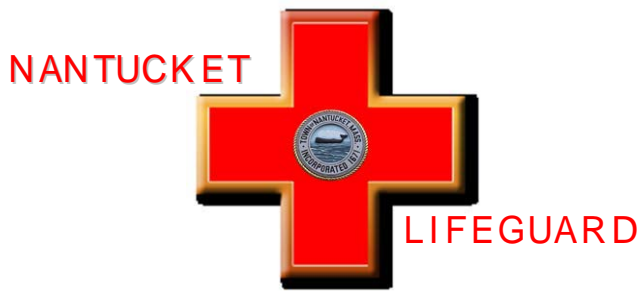
This packet should include this letter and lifeguard application, a Town of Nantucket Application for Employment, and a Nantucket Lifeguard job description.

Please feel free to distribute this application packet to anyone who you feel would make an excellent candidate.

Thank you for your interest in the Nantucket Beach Lifeguard Program!

Sincerely,

Sheila Lucey
Nantucket Harbor Master
Lifeguard Program Director



APPLICATION CHECK-LIST

- ___ **Application filled out completely. All 12 Pages must be reviewed and completed!**
The application contains the general Town of Nantucket application and the Lifeguard Program application and information packet.
- ___ Application signed and dated
- ___ Photo copies of all certifications (Lifeguard, First Aid, CPR, etc.), front and back
Include with application
- ___ 2 Photo copies of identification (from the attached list)
- ___ Application deadline met. **(Received by February 20th, 2017)**
**applications received after this date will not be accepted*

Applications are mailed to the following address:

Nantucket Police Station
c/o HARBOR MASTER
4 Fairgrounds Road
Nantucket, MA 02554

Applications can be e-mailed to: bvittorini@police.nantucket-ma.gov OR
slucey@police.nantucket-ma.gov

*Questions are to be directed to
Briana Vittorini at 508-446-4308 or
e-mailing at bvittorini@police.nantucket-ma.gov

NANTUCKET



LIFEGUARD

BEACH LIFEGUARD INFORMATION

Name: _____

Contact information: _____

**provide your preferred contact (e-mail, phone, mailing address)*

If hired will you need town-housing? ____ Yes ____ No, I have my own housing

**housing is limited and not guaranteed, finding your own housing is recommended*

I can work until the following date (last day): _____

Referral Source: ____Advertisement ____Walk-in ____Internet

____Friend/Relative: _____

**please provide name*

CERTIFICATIONS

Please check courses completed/certifications received. Lifeguard certification must be from the American Red Cross. First Aid and CPR may be either the American Red Cross or American Heart Association. Copies of these certifications must be provided.

1. Lifeguard:____ Date completed:____ Instructor:_____

Contact phone number:_____

2. First Aid:____ Date completed:____ Instructor:_____

Contact phone number:_____

3. CPR:____ Date completed:____ Instructor:_____

Contact phone number:_____

Other certifications (USLA, First Responder, Rescue Diver, etc.)

PREVENTION, PREPAREDNESS, PROFESSIONAL RESPONSE

NANTUCKET



LIFEGUARD

PHYSICAL EXPERIENCE

Are you familiar with the ocean and surf? ☐ Yes ☐ No

If yes, explain in what capacity: _____

Have you worked as an ocean lifeguard before? ☐ Yes ☐ No

If yes, where: _____

Do you surf, boogie board or bodysurf? ☐ Yes ☐ No

Please list involvement in organized sports (varsity, club, etc.) throughout high school/college or participation in other athletic pursuits:

Other hobbies or interests:

NANTUCKET



LIFEGUARD

If you are applying as a returning guard what summer would this be for you?

___1 ___2 ___3 ___4 ___5 ___5+

Have you previously held a leadership position? (*please circle*)

Yes No

If yes what and when?

Are you interested in being in a leadership role this season? (*please circle*)

Head Guard

None

Is there anyone you would like to recommend for the lifeguard program and for us to send an application to?

Name: _____

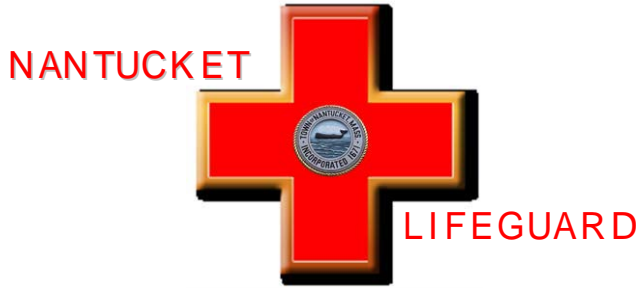
E-Mail: _____

Address: _____

Phone: _____

Thank you for applying to be part of the team!

PREVENTION, PREPAREDNESS, PROFESSIONAL RESPONSE



LIFEGUARD JOB DESCRIPTION

Nantucket Lifeguards perform the following duties:

- Prevents injuries and drowning
- Makes ocean rescues
- Identifies beach and water hazards
- Notify the public of any hazards (e.g. weather, jellyfish, etc.)
- Watches designated sections of beach from assigned stations
- Acts as a “first responder”
- Provides first aid
- Helps to enforce the Town of Nantucket Beach Rules and Regulations
- Monitors beach patrons safety both in the water and on the beach
- Properly maintains stations, equipment and housing
- Keeps beach log of activity
- Removes hazardous articles from the beach and water
- Maintains communication with Police Dispatch and the Harbor Master
- Any other duties as assigned by the Lifeguard Supervisor

Nantucket Lifeguards are expected to perform these duties with a high level of professionalism. They are expected to treat their co-workers and the public with the utmost respect. Upon being hired, a copy of the Nantucket Lifeguard Program Rules and Regulations will be issued to each individual. These rules and regulations will be followed with no exceptions.

Physical demands:

Nantucket Lifeguards must be able to swim long distances in open surf. They are expected to run in sand and maintain endurance to cope with saving a human life in strong ocean currents. Daily rigorous workouts require total physical output. Frequent swimmer assists and rescues make the job very active.

Work Environment:

The work environment is a beach area in operation from mid-June to early September. Work is almost totally outdoors. Extremes in temperature are common. Fog, mist and high winds are frequent. Lifeguards are expected to remain on station through these conditions and mild rainstorms.

Important information:

- Transportation to assigned beaches is the sole responsibility of the individual guard
- Town provided housing is not guaranteed
- Daily workouts and drills are mandatory
- Second jobs will never take priority over or interfere with the job of lifeguarding.
- There are no paid sick or vacation days
- Each guard will be scheduled for 40 hours per week



TOWN AND COUNTY OF NANTUCKET

Human Resources Department

16 Broad Street

Nantucket, MA 02554

(508) 228-7200 ext 7308

ajohnson@nantucket-ma.gov

An Equal Opportunity Employer

The Town of Nantucket is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of Nantucket Human Resources Department.

A fully completed application is required for each position applied for. "See Resume" is not acceptable in any field; however, you may attach a resume to this application form.

Employment Application Form

I. Your Contact Information:

Name (please print)		Date	
Address	# and Street, PO Box	City and State	Zip Code
Telephone	Daytime	Evening	E-mail address

II. Position You Are Applying For:

Position title as advertised

How did you hear about this position?

Have you ever been employed by the Town or County of Nantucket? When? What Department?

III. Your Educational Achievements:

School	Name, Address, City, State	Years attended	Degree, Certificates, or Rank Granted:
High School			
College			
Graduate School			
Trade, business, or night courses			
Military Service or other training			

IV. Licenses: Please list all current licenses you possess that are relevant to the position you seek. A current valid license is a condition of employment where required.

Do you have a valid driver's license (Class D auto)? ☐ Yes ☐ No _____ If yes, enter expiration date _____
 Do you have a valid CDL license (Class A or B)? ☐ Yes ☐ No _____ If yes, enter expiration date _____
 Do you have a valid Hydraulic license? ☐ Yes _____ ☐ No _____ If yes, enter expiration date _____
 What other valid licenses or certificates do you hold? (Job Related) _____

V. Office Skills (If applicable). Please check the column that you feel best describes your knowledge:

	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting Systems			
Bookkeeping knowledge			
Transcription ability			
Shorthand/Speedwriting Ability			

VI. Special Skills: Please list any other skills or abilities you feel are relevant: _____

VII. Employment History: (please do not write "see resume.")

Please account for the last four positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. May we have permission to contact your present employer? ☐ YES ☐ NO

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of primary duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of primary duties

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of primary duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Description of primary duties	

VIII. Business References: (A minimum of three references are required. Please do not write "see resume.")

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

IX. Employment of Minors:

The Town of Nantucket is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an employment Permit or Educational Certificate may be required, depending on the age of the minor.

Are you under the age of 18? ☐ NO ☐ YES If yes, please indicate your age: _____

X. Medical Information:

All offers of employment are conditional upon a physical examination, and an occupational evaluation, where required. Satisfactory ability to perform the essential functions of the position is a condition of employment.

XI. Pre-Employment Drug Testing:

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Nantucket.

XII. Lie Detector Test:

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

XIII. Signature:

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- I understand that acceptance of this application by the Town of Nantucket does not imply that I will be employed. (Exception to A is an employee filling out this application for promotional purposes only.)
- The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- I understand that any offer of employment that I receive from the Town of Nantucket is contingent upon my successful completion of the pre-employment screening process, including but not limited to the Town of Nantucket receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required, satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- In processing my application of employment, the Town of Nantucket may verify all the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics. I hereby agree to

release the town from any and all liability arising out of the verification process.

- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability damages arising from furnishing the requested information.
- G. If employed by the Town of Nantucket, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, and/or an occupational evaluation, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.
- H. I understand that the Town of Nantucket is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an appropriate bargaining unit contract.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print)

Applicant Signature

Date